Agenda:

- Introduction of IQAC composition, functions & activities to new core committee members 2. Introduction of core entities of college & review of its functioning
- 3. Review of quality enrichment of institution through accreditation process
- 5. Forms & Formats
- 6. Any other relevant item

Date of Meeting: 16/1/2023 Time: 11am Venue: IQAC Office To: Principal CC: Coordinator & Members Date of issue: 16/1/2023 Ref:COMM/IQAC(C)/01 Pages:3

Core Committee Members Present

Șl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	Shil
3	Dr. Reena Sebastian-Member	Reelis
4	Dr. Smitha K.M -Member	3m/le
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.KMember	So the
7	Dr. Sangeetha C P-Member	and the
8	(Dr.) Veena K Vishwam-Member	Richard
9	Dr. Biji Chinamma Thomas-Member	1300
	Dr. Hidayathullah-Member	1 102

Absentees with apology: Nil

AUSCII	toto maraj	Action By	Remarks/ Target date
	Minutes		Target date
Sl.no	N. Jan at		
	til a word of welcome by the coordinator at		
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda: 1. Introduction of IQAC composition, functions &activities 1. Introduction of its		
	Agenda:		
	Introduction of IQAC compositions introduction of IQAC compositions to new core committee members to new core committee members		
	to new core entities of comes		
	2. Introduction of con-		
	functioning		
	 2. Introduction of core employees functioning 3. Review of quality enrichment of institution through are distation process 		
	3. Review of quanty accreditation process accreditation reports		
	1 1/2 1/21 1/11/10/11/11		
	4. Monthly our		

1.	orms & Formats ny other relevant item		
1.	n & Decisions taken. oordinator briefed about the composition, functions & stivities of IQAC to new core committee members	Coordinator	
C	pordinator introduced about different entities of college ader IQAC especially the core entities.	Coordinator	
3. Co	SEC, KRCC, KIC, KCEC & Physical education partment & entrusted the coordinator to prepare a	Committee	16/1/23
4. Co M	hedule of presentation for review of previous activities action plan for upcoming semester. mmittee decided to implement the submission of onthly Outcome Report (MOR) by each entity on the st working day of each month & entrusted (Dr.) Shyla	(Dr.) Shyla	30 th of each month
5. Co	BA visits of all departments, preparation of AQAR for AAC visit & uploading of details for NIRF ranking.	Committee Secretary	As per the schedule
	was decided to streamline the forms & formal and the streamline the forms & formal and the secretary for the same. In IQAC & entrusted the secretary for the same, was decided to conduct brain storming sessions each was decided to conduct brain sessions and sessions each was decided to conduct brain	Coordinator	Each day until 30-1-23
da; pla	anning on 17/1/23. Therefore each deady anning on 17/1/23. Therefore each deady anning on 17/1/23. Therefore each deady anning of the prepare minutes of the	Coordinator	After each meeting
All membe	ers decided to implement the decisions as per schedule		

co: orde matos Bijach Paul.

AC Meeting
Time: Ipm
Down 1
Pages: 2

Committee	Members	Present
Commutee	2.2	

23.

mmittee Members Present Name & Designation	~ Signature
Dr Bijesh Paul-Coordinator	
Or) Shaila C.K -Co-Coordinator & Secretary	al al
Dr. Reena Sebastian-Member	dien
Dr. Smitha K.M-Member	Im the
Dr. Sajith T.A-Member	A
Dr. Remya.V.KMember	Length
Dr. Sangeetha C P-Member	De dise
(Dr.) Veena K Vishwam-Member	Bis
Dr. Biji Chinamma Thomas-Member	Note !
Dr. Hidayathullah-Member	107
Dr. Hidayamunum P	D

		Action By	Remarks/ Target date
	Minutes		
Sl.no	Meeting started with a word of welcome by the coordinator at 1pm		
	Meeting started with a way		
	Agenda 1. Academic planning 2. Schedule of presentation of core entities namely namely	IQAC Coordinator	
	Discussion & Decisions taken. 1. Four components of academic plants time table of academic plants. 1. Four components of academic plants time table of academic plants time table of academic plants. 1. Four components of academic plants time table of academic plants time table of academic plants. 2. The property of academic plants time table of academic plants time table of academic plants. 3. Four components of academic plants time table of academic plants time table of academic plants. 4. Four components of academic plants time table of academic plants time table of academic plants. 5. Four components of academic plants time table of academic plants time table of academic plants. 6. Four components of academic plants time table of academic plants time table of academic plants. 7. Four components of academic plants time table of academic plants time table of academic plants time table of academic plants. 8. Four components of academic plants time table of academic plants	Coordinate	
	2 Sub activities under each component to Bull	Committee	
	identified. 2. Sub activities under each component wo Dr. Remya, D. 3. Committee assigned each component to Dr. Remya, D. 3. Committee assigned each component to Dr. Sajith for implementing Bijesh, (Dr.) Shyla & Dr. Sajith for implementing Bij	1- Coordinato	
	4. Presentation for No.		

Conclusion

All members decided to implement the decisions as per schedule

Committee

Schedule listed below

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

nda: 19/1/2023	ING BASED ON THE PRSENTATION OF KCGPU	
: IQAC Office	Time: 1.45 pm	
· - 4071/11		
Coordinator & Menters		
of issue: 19/1/2025		
COMM/IQAC(C)/03	Pages: 4	

Core Committee Members Present

e Committee Memoc no	Trame & Designation	Signature
Dr. Bijesh Paul-	Coordinator	
(Dr.) Shaila C.k	C—Co-Coordinator & Secretary	Shil.
Dr. Reena Seba	stian-Member	diese
Dr. Smitha K.M	I-Member	PmiTh
Dr. Sajith T.A-l	Member	A
Dr. Remya.V.K	Member	Lund
Dr. Sangeetha	C P-Member	a Tue
(Dr.) Veena K	Vis h wam-Member	(bis)
Dr. Biji Chinar	nma Thomas-Member	
Dr. Hidayathu	lah-Member	107/
bsentees with apolog		
		Dama

Sl.no	Minutes	Action By	Remarks/ Target date
71.110	Meeting started with a word of welcome by the coordinator at 1.45pm		
			in a supplied
	Agenda 1. Enrichment of Placement cell & its activities 1. Enrichment of Placement cell & its activities Discussion & Decisions taken. 1. Based on the presentation of KCGPU on 18-1-23 1. Based on the presentation & streamline KCGPU & stream	Committee	19/1/23
	Committee designs for	Coordinator	19/1/23
	its activities 2. Committee decided to form three subsections for placement namely External cell or module, Recruitment placement namely External cell or module & Training cell or module conduction cell or module & conduction cell or component to Prof Aju (P.O),	Committee	19/1/23
	placement namely External Committee assigned each component to Prof Aju (P.O), 3. Committee assigned each component to Prof Aju (P.O), Dr. Reena & (Dr.) Veena Committee decided to handover the proposal for the	- 11 4	19/1/23
W.	4. Committee decided to same to Principal	Committee	19/1/23
	Conclusion All members decided to implement the decisions as per schedule		·

Da Bijub Taul

Agendu. A. E.	TINITIATIVES
Date of Meeting: 20/1/2023	Time: 2.15 pm
Venue: IQAC Office	1 time. 2.13 pm
To: Principal	
CC: Coordinator & Members	
Date of issue: 20/1/2023	
Ref: COMM/IQAC(C)/14	Pages: 2

Core Committee Members Present

SLno	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	A
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	Bh.
3	Dr. Reena Sebastian-Member	Reera
4	Dr. Smitha K.M-Member	(In I ha
(Dr. Sajith T.A-Member	A-
6	Dr. Remya.V.KMember	Length
3	Dr. Sangeetha C P-Member	De the
K	(Dr.) Veena K Vishwam-Member	asis .
OF .	Dr. Biji Chinamma Thomas-Member	3
8	Dr. Hidayathullah-Member	Kil.
-	ees with apology: Nil	

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.15pm		
	Agenda 1. Quality Enhancement initiatives		
	Discussion & Decisions taken. 1 Progress of preparation for NBA visit of various	Dr. Smitha	23/1/23
	to conduct an elaborate including was presented by Dr.	Dr. Bijesh	25/2/23
	3. Committee assigned NIRF & Funding to Dr. Sintila, MOUs to Dr Sajith, Institutional Memberships to Dr. MOUs to Dr. Reena & Patents to Dr. Ajay	Committee	As per schedul
	(Special Invitee) 4. Committee entrusted coordinator to prepare an operating procedure for above mentioned entities.	Coordinator	21/1/23

a: 1. Review of previous semester action of action plan for next sen	r activities of Pain & Palliative care unit under KSEC & nester
Meeting: 24/1/2023	Time: 2.45 pm
IQAC Office	
ecipal	
oordinator & Members	
f issue: 24/1/2023	
COMM/IQAC(C)/05	Pages: 2

- 1	nmittee Members Present Name & Designation	Signature
	Dr. Bijesh Paul-Coordinator	111-
1	(Dr.) Shaila C.K -Co-Coordinator & Secretary	OSM -
-	Dr. Reena Sebastian-Member	2-1/12
-	Dr. Smitha K.M-Member	Colles
-	Dr. Sajith T.A-Member	O Alle
_	Dr. Remya.V.KMember	To the
_	Dr. Sangeetha C P-Member	718
_	(Dr.) Veena K Vishwam-Member	Box
	Dr. Biji Chinamma Thomas-Member	M
_		1 1 1
	Dr. Hidayathullah-Member Prof Raji & Rasiya as special invitees for the presentation of activities of pain & palliative care unit	

Absentees with apology: Nil

Absente	ees with apology: 1411	Action By	Remarks/ Target date
Sl.no	Minutes		Tunger
J1.110	Meeting started with a word of welcome by the coordinator at 2.45pm		gi libbi i b
	Meeting started with a word of well-		
	Agenda 1. Review of previous semester activities of Pain & Palliative care unit under KSEC & presentation of action		
	plan for next scheen	Prof Raji	24/1/23
	1. Prof Raji & rear Four programs were conducted	Prof Raji	Next semester
	2. Action plan for upcoming plan was presented in activities in activities in appreciated the unit for its activities in appreciated action plan for upcoming plan was presented activities in activities in activities in activities activities in activities activities in activities activities in activities in activities activities in activities activities activities in activities activities in activities	Committee	Next semester
	previous semester & endorse recommended unit to form semester. Further Committee recommended unit to form semester.		

Conclusion
All members decided to implement the decisions as per schedule

Committee 24/1/23

The state of the s

Agenda: 1. Review of previous semester activities of Women forum under KSEC as well as KRCC & Agenda. 1. Date of Meeting:30/1/2023 Time: 2.00 pm Venue: IQAC Office To: Principal CC: Coordinator & Members Date of issue: 30/1/2023 Ref: COMM/IQAC(C)/05 Pages: 2

1	nmittee Members Present Name & Designation	Signatur
I	Or. Bijesh Paul-Coordinator	
-	(Dr.) Shaila C.K -Co-Coordinator & Secretary	fee
	n page Sehastian-Member	1 160
+	Dr. Smitha K.M-Member	Cm the
+	Dr. Sajith T.A-Member	of the
	Dr. Remya.V.KMember	Lotte
+	Dr. Sangeetha C P-Member	46
	(Dr.) Veena K Vishwam-Member	Box
-	Dr. Biji Chinamma Thomas-Member	13×
_	1 1 1 Momber	1, ,
_	Dr. Hidayathullan-Member Prof Bushra as special invitee for the presentation of activities of Women	
	Forum	

Absentees with apology: Nil

Absente	ees with apology: N11	Action By	Remarks/ Target date
01	Minutes		larger date
Sl.no	Meeting started with a word of welcome by the coordinator at 2.46 pm		
	Agenda 1. Review of previous semester activities of Women forum under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation under KSEC as well as KRCC & presentation of action under KSEC as well as KRCC & presentation under KSEC &		
	plan for next semester	Prof Bushra	30/1/23
	semester.	Committee	Next Semester
	 Committee suggested semester Dr Smitha presented the activities of KRCC in previous semester & action plan for upcoming semester semester & action plan for upcoming semester Committee appreciated the efforts of KRCC & suggested 	Dr Smitha	30/1/23
	4. Committee appreciated the efforts of		

to give targets to faculties & departments in 1. Publications, 2. Funded projects, 3. Consultancy, 4. Utilisation of research labs, 5. Society & industry driven student projects, 6. Guide ship & 7. no of PhDs produced	Committees	Next Semester
Conclusion All members decided to implement the decisions as per schedule	Committee	30/1/23

De Brigh Foul

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting Agenda: 1. Review of Activities. 2. Activity Calendar (2022-23) 3. Presentation of different criteria of

Venue: IQAC Office

Time: 2.00 pm

To: Principal

CC: Coordinator & Members

Date of issue 17-2-23

Ref: COMM/IQAC(C)/06

Pages: 2

Core Committee Members Present

Sl.no	Name & D.	
1	Name & Designation Dr. Bijesh Paul-Coordinator	Signature
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	1
3	Dr. Reena Sebastian-Member	Shi .
4	Dr. Smitha K.M-Member	Riera
5	Dr. Sajith T.A-Member	
6	Dr. Remya.V.KMember	o day
7	Dr. Sangeetha C P-Member	Length
8	(Dr.) Veena K Vishwam-Member	
9	Dr. Biji Chinamma Thomas-Member	2 2
10	Dr. Hidayathullah-Member	
bsente	es with apology: Nil	Max

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2.00pm		
	Agenda 1. Review of activities 2. Activity Calendar 3. Presentation of different criteria of NBA		
	Discussion & Decisions taken. 1. Committee reviewed the activities conducted during January January	Committee	17/2/23
	2. It was decided to make an academic cum activity calendar for the college & entrusted Dr. Bijesh for the		25/2/23
	3. It was decided to conduct criteria presentations for the same & entrusted Dr. Smitha for the same	Dr. Smitha K.M Committee	10/3/23
			Next Semester

Conclusion
All members decided to implement the decisions as per schedule

Committee

17/2/23

KMEA ENGINEERING COLLEGE

Minutes of the IQAC Meeting

Agenda: ASSIGNING SPECIFIC DUTIES FOR EACH CORE COMMITTEE OR APEX

Date of Meeting: 17-3-23

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue17-3-23

Ref: COMM/IQAC(C)/07

Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	
3	Dr. Reena Sebastian-Member	Rung
4	Dr. Smitha K.M-Member	(nite
5	Dr. Sajith T.A-Member	A
6	Dr. Remya.V.KMember	turn
7	Dr. Sangeetha C P-Member	Sother
8	(Dr.) Veena K Vis ≱ w̃am-Member	ans
9	Dr. Biji Chinamma Thomas-Member	0
10	Dr. Hidayathullah-Member	hile .
Absen	tees with apology: Nil	

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10.30am		
	Agenda 1. Assigning of specific responsibility for each core committee member		
	 Discussion & Decisions taken. It was decided to form a core academic committee comprising of Dr. Bijesh, Dr. Remya & Dr Biji to spearhead academic activities It was decided to entrust Dr Bijesh & (Dr.) Shaila regarding NAAC, Dr. Smitha & (Dr.) Shaila for NBA accreditation, Dr Smitha, Dr. Bijesh, Dr. Hidayathullah, accreditation, Dr Smitha, Dr. Bijesh, Dr. Hidayathullah, (Dr.) Veena & (Dr.) Shaila for NIRF ranking. (Dr.) Veena was entrusted to look into all matters regarding admission A core research committee comprising of Dean Research, Dr. Sajith, Dr. Biji & Dr. Hidayathullah were entrusted 		Academics Accreditation Admission Research

 with all research & related activities. It was decided to entrust Dean Student & Staff affairs to all matters pertaining to students & staff. It was decided to entrust placement & Higher learning activities to Dr Reena & (Dr.) Veena It was decided to entrust all administration activities to (Dr.) Veena It was decided to entrust all innovation & Startup related activities to Dr Sangeetha It was decided to entrust all official correspondence, MOR & documentation works to (Dr) Shaila. 		Students & Staff Placement & Higher Studies Administration Innovation & Startups Documentation
Conclusion All members approved the decisions and decided to come up with action plans & strategy of implementation for the same.	Committee	17/3/23
Willi action plane & sum &		1

De Byuh Poul

Subject: 1. Action Plan for Kapricious = 2023 & Admission 2023

Date of Meeting: 10/4/2023

Time: 11am

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 10/4/2023

Ref: CO MM/16 OCC/16 Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Nignature
1	Dr. Bijesh Paul-Coordinator	
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary	AL
3	Dr. Reena Sebastian-Member	Ma
4	Dr. Smitha K.M -Member	9.2
5	Dr. Sajith T.A-Member	that
6	Dr. Remya.V.KMember	a li
7	Dr. Sangeetha C P-Member	200
8	(Dr.) Veena K Vishwam-Member	da
9	Dr. Biji Chinamma Thomas-Member	O. in
10	Dr. Hidayathullah-Member	
sente	es with apology: Nil	10/2

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10am		
	Agenda 1. Action Plan for techno-managerial cultural fest Kapricious- 2023 2. Action Plan for admission-2023		
	 Discussion & Decisions taken. Prof Veena briefed the committee regarding the action Plan & Its progress. Prof Veena briefed the committee regarding the strategies for Admission-2023 & Committee endorsed the same. 	(Coordinator)	April 28 & 29 August
	Conclusion All members decided to implement the decisions as per schedule		

Of Brych Paul.

Su	bject: 1. Review of Kanal	2023 & Updating of status of Admission 2023	,
Da	te of Meeting:8/5/2023	2023 & Updating of status of Admin	
		Time: 11am	
	Principal		
Date	Coordinator & Members of issue: 8/5/2023		
Ref:	comm/19AL(c)	109 Pages:1	
SLno			
1	Dr. Bijesh Paul-Coordinator	me & Designation	
2	(Dr.) Shaila C.K -Co-Coordina		Signature

Sl.no	
1	Dr. Bijesh Paul-Coordinator
2	(Dr.) Shaila C.K -Co-Coordinator & Secretary Dr. Reena Sehastian M.
3	Dr. Reena Sebastian-Member
4	Dr. Smitha K.M -Member
5	Dr. Sajith T.A-Member
6	Dr. Remya. V.KMember
7	Or. Sangeetha C P-Member
8 (Dr.) Veena K Vishwam-Member
	Dr. Biji Chinamma Thomas-Member
0 D	r. Hidayathullah-Member
entee:	s with apology: Nil
	toxX.

	Minutes	Action By	Remarks
	Meeting started with a word of welcome by the coordinator at		Target date
	11am		
	Agenda		
- 1	1. Review of Kapricious -2023		
	2. Status of Admission 2023.		
	 Discussion & Decisions taken. Prof Veena briefed the committee regarding the conduct of Kapricious 2023 & committee congratulated the coordinator for the successful completion of the same. Prof Veena updated the committee regarding admission status & two new courses & committee discussed about the strategies for enhancing admission. 	(Coordinator)	Completed
4	onclusion Il members decided to implement the decisions as per schedule		

DI Bijuh Paul

Sub		es of the meeting	
Date	ject: 1. Convocation-2023 2. Placement L e of Meeting:2/6/2023	Drive 3.KTU Audit & Admission 202	23
Von	e of Meeting: 2/6/2023	Time: 11 am	
Tour	e: IQAC Office		
	Principal		
D.	Coordinator & Members		
	of issue: 2/6/2023		
Ref:	COMM/IBAC(C)/10		
ore (Committee Members Present	Pages: 1	
Sl.no	Name & De	signation	
1	Dr. Bijesh Paul-Coordinator	oignation -	Signature
2	(Dr.) Shaila C.K -Co-Coordinator & Se	cretary	1
3	Dr. Reena Sebastian-Member		And.
4	Dr. Smitha K.M -Member		N
5	Dr. Sajith T.A-Member		900
6	Dr. Remya.V.KMember		AW .
7	Dr. Sangeetha C P-Member		View Control of the C
	(Dr.) Veena K Vishwam-Member		20
	Dr. Biji Chinamma Thomas-Member		N. io
	Dr. Hidayathullah-Member		
sente	es with apology: Nil		12.5

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda 1. Convocation-2023 2. Placement Drive-2023 3. KTU Audit 4. Admission-2023		
	 Discussion & Decisions taken. Dr Reena briefed the committee regarding the Convocation-2023 (Arohana) including guest & awards to best outgoing students. Prof Veena briefed the committee about the placement drive. Dr Bijesh briefed the committee about the college specific documents and faculty assigned for updating 	(Coordinator) Prof Veena Dr. Bijesh	20/6/23 15/6/23 July
	each document 4. Prof Veena briefed about the status of Admission 2023	Prof Veena	August

Dr Bijeth Paul